

# ***Instructions for Form IT-47***

## **Request for Municipal Income Tax Account**

### **Part A, Box 2: Reporting Agent's Federal EIN**

If you will be filing City payroll withholding tax returns using the EIN of a common paymaster or an affiliated company, enter the EIN of the common paymaster or affiliated company in this box.

### **Part A, Box 7: Fiscal Year End (if applicable)**

Taxpayers who file business tax returns with the IRS using a tax year other than a calendar year should put their fiscal year end in this box (for example: "June 30<sup>th</sup>").

### **Part A, Box 8: Payroll Service or Employee Leasing Company (if any)**

Employers using a payroll service to process their payroll should indicate the payroll service used here. Businesses that lease their employees from a third party employee leasing company should indicate the employee leasing company used here.

### **Construction Firms Using Subcontractors**

You will need to complete Form IT-47S, which is available at our website: [www.columbustax.net](http://www.columbustax.net). You can also obtain Form IT-47S by calling our office at (614) 645-7370.

### **Question on Completing Form IT-47S**

You may call (614) 645-8368 or fax your question to (614) 724-0232.

### **Mail Completed Form to:**

ATTN: NEW ACCOUNT SECTION  
COLUMBUS INCOME TAX DIVISION  
50 W GAY ST, 4TH FLOOR  
COLUMBUS OH 43215

**For payroll tax deposit frequency requirements, see instructions for Form IT-11 or Form IT-15.**